



Spokane International Academy Board Meeting

Date: May 21, 2018

Time: 5:30 - 6:30 PM

Location: SIA Primary Academy (2706 E Queen Ave)

Minutes

Attendance: Stacy Hill, board secretary; Anne Cowles, board member; Matt Hoag, board treasurer; Ken Vorhees, board member; Doug Durham, board member; Travis Franklin, CEO; Brook Wilkerson, COO; Beth Lanctot, CFO; Morgen Flowers, Primary Academy Principal (by phone); Melissa Pettey, Middle Academy Principal (by phone)

1. Call meeting to order: Stacy called the meeting to order at 5:35
2. Public Comment Period (5:35 - 5:45 pm)-there was no public comment
3. **VOTE: Approve April meeting minutes**
 1. **Matt moved to approve the minutes, Ken seconded. The motion carried.**
4. **VOTE: Approve May expenditures and payroll**
 1. **Matt moved to approve May expenditures in the amount of \$114, 608 and May payroll in the amount of \$299,258. Doug seconded. The motion carried.**
5. Finance Update
 1. Matt gave a brief update on the work of the finance committee toward preparing the 2018-19 budget.
6. **VOTE: LOC Financial Policies**
 1. At the April meeting, Cal suggested the following policy:

For questions about reasonable accommodations for a meeting, please contact our main office at 509-209-8730 or email paoffice@spokaneintlacademy.org. For all accommodations, please contact our office no later than 1 full week prior to our meeting. This allows us time to ensure these requests are met to the best of our ability. If you need to reach the Board you may also email the group at boardofdirectors@spokaneintlacademy.org.



“Any use of LOC must be approved by the board. Before board can grant approval, a cash budget must be projected clearly showing how SIA plans to replenish/repay the LOC according to the terms of agreement with Raza Foundation. SIA should always endeavor to replenish/repay the LOC as quickly as is feasible. The board should be notified when the LOC is replenished/repaid. Any use of the LOC beyond the above stipulations must be approved with a compelling rationale either by the Finance Committee or the Board. In the case that the Finance Committee approves of the special case use of the LOC, the Board must be advised of the approval at the subsequent Board meeting.”

2. **Ken moved to approve the policy as written, replacing “Raza Foundation” with “the lender,” recognizing that the policy can be modified in the future if needed. Doug seconded. The motion carried.**

7. Fundraising

1. Travis discussed the need to increase fundraising in the future to supplement programs. Board members discussed strategies and ideas for fundraising and goals. Travis will send a proposed budget for future programs and will put fundraising back on the agenda for June.

8. Facilities Update

1. Travis gave a brief update on the work being done with WCSD for future facilities needs, including the requirements for accessing a grant they are offering.

9. **REVIEW:** Family Handbook (Vote in June)

1. Travis reviewed the changes made to the Family Handbook

10. **REVIEW:** Staff Handbook (Vote in June)

1. Travis reviewed the changes made to the Staff Handbook

11. SCA approval status

1. SPS has extended the time frame and are now anticipating a decision in July instead of June.

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12. Executive Session (HR and Legal): The board went into Executive Session for 20 minutes from 6:47 to 7:07 to discuss legal issues and human resources. At the end of 20 minutes, the board extended Executive Session for another 30 minutes. Executive session ended at 7:37.
13. New business: There was no new business
14. Adjourn meeting: Stacy adjourned the meeting at 7:39.

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